

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: CLOTHING RESOURCE MANAGEMENT

NUMBER: NN-IC-16

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ORIGINAL DATE: 09/19/90

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APPROVAL: _____ Rosalyn Reynolds *{s}*, Agency Director

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I. PURPOSE

The purpose of this policy is to describe the method of procurement of clothing for consumers of Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It is the policy of NNAMHS to address the clothing needs of consumers.

III. REFERENCE

1. NNAMHS Policy and Procedure Directive #NN-LD-02 entitled, "Donations."
2. NRS 433.482, 1 and 2, "Personal Rights: Rights to Wear Own Clothing."
3. NNAMHS Policy and Procedure Directive #NN-PC-PL-12 entitled, "Consumer Property."
4. NNAMHS Policy and Procedure Directive #NN-LD-11 entitled, "Consumer Death."

#### IV. PROCEDURE

##### 1. Clothing for Inpatients

- a. Nursing staff and/or the treatment team will assist consumers in need with procuring clothing.
- b. Additional clothing may be provided for consumers who are incontinent or have physical handicaps.
- c. Consumers will be ineligible to receive items from the clothing room if:
  - (1) A consumer has brought two changes of clothing on admission.
  - (2) Clothing can be obtained from home or family.
  - (3) The consumer has funds from which clothing may be purchased.
- d. Staff shall have access to the clothing room as needed. They will select clothing for the consumer.
- e. Clothing provided to consumer is of two (2) origins:
  - (1) Donated Clothing
  - (2) State Purchased Clothing.
    - (A) State purchased clothing usually consists of the following items; sleepwear, robes, underwear, socks and slippers.
    - (B) Unit staff complete a pre-numbered "Miscellaneous Requisition" form.
    - (C) The completed pre-numbered "Miscellaneous Requisition" form is forwarded to the Purchasing Department by the unit staff. Purchasing will order the items specified.
    - (D) Purchasing will notify the Laundry when clothing arrives. The clothing will be laundered prior to being delivered to the units. Laundry personnel will deliver the clothing to the unit.
- f. Consumers may keep no more than three (3) sets of personal clothing on the inpatient care units due to limited storage space.

- g. Excess consumer personal clothing or property will be stored as designated in the policy titled Consumer Property.

## 2. Clothing for Outpatients

- a. Only donated clothing is provided to Outpatients.
- b. The Outpatient Services assigned staff member or the Drop in Center Manager will assess the consumer's need for clothing such as whether a consumer has resources (i.e.: financial, family, or access to their own clothing at another location).
- c. Consumers lacking accessibility to adequate resources can be provided with one to two sets of clothing.
- d. Additional clothing may be provided for consumers who are incontinent, have physical handicaps, or need clothing for jobs.
- e. The consumer's assigned staff or the DIC Manager shall have access to the clothing room as needed. They will assist the consumers to select clothing. The consumer will not be left alone in the Clothing Room.